

Records Management Workshop, GSA, NARS

Records Management Workshop, GSA, NARS
12-23 Sep; 24 Oct-4 Nov; 5-16 Dec 1966

Source Data Automation Workshop, Region 3

Source Data Automation Orientation (2 day),
May 12-13, 1966

Paperwork Management (American Univ.),
54.572, Part II, "The Management of
Institutional Records Systems,
Maintenance and Disposition,
(given at: The National Archives,
8th & Pa Ave, NW, Wash, D.C.)

Paperwork Mgt. (American Univ.),
54.572, Part I "The Mgmt of Institutional
Records Systems" (given at: The Nat.
Archives, 8th & Pa. Ave, Wash, D.C.),
about ___ Sep 1966.

Plain Letters for Executives, GSA Inst

Plain Letters for Executives, GSA Inst.
18-21 Apr; 20-23 June (4 - $\frac{1}{2}$ das.)
Plain Letters, 2-5 May; 6-9 June

Directives Improvement, GSA Inst.

Directives Improvement, GSA, Inst.,
25-26 Apr; 20-21 June 1966

Files Improvement, GSA Inst

Files Improvement, GSA Inst.
25-26 Apr; 26-27 May; 27-28 June 1966

Speeding The Mail

Forms Analysis and Design

Space Planning & Layout, GSA Inst.

Space Planning & Layout, GSA Inst.,
23-27 May 1966

Forms Improvement, GSA Inst.,
13-13 June (2 full-days)

Logistics Support Course
(Ames Bldg.)

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